



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: ADMINISTRATIVE SERVICES DIVISION

POSITION TITLE: CEA 2, CHIEF, BUDGET & FISCAL ANALYSIS
BRANCH
(*Pending Control Agency Approval*)

SALARY: \$7815 - \$8616

FINAL FILING DATE: October 3, 2008

DUTIES/RESPONSIBILITIES

Under the direction of the Department of Motor Vehicles (DMV) Deputy Director, Administrative Services Division (ASD), the Chief manages, through subordinate managers, the Budget and Analysis Office, Cost Accounting Section, and Forecasting Section.

The Chief develops and implements budget policy and procedures for presentation and maintenance of the DMV budget; administers, manages, plans, organizes, and directs the department's budget; oversees studies and projects conducted by subordinate staff involving varying degrees of issue complexity that can have division or department-wide impact and can be of a highly sensitive nature; oversees staff's written and oral reports; and makes recommendations to the Director in regards to a variety of highly sensitive budget proposals.

The Chief also monitors the Motor Vehicle Account and other revenues that the DMV collects, as well as DMV divisional expenditures on a quarterly basis; analyzes and recommends adjustments as needed; reports and recommends on unusual or exceptional occurrences; identifies departmental programs and activities to be evaluated; oversees development and implementation of procedures for accounting and billing of reimbursable services, as well as the Departmental Costing Manual; determines costs of the department's

DUTIES/RESPONSIBILITIES Continued

major products and services; proposes adjustments to fees as needed to meet departmental goals; acts as liaison with the Business, Transportation, and Housing Agency, Department of Finance, and the Legislative Analyst's Office regarding budget activities; testifies at hearings before the Legislative Budget Subcommittees on behalf of the department; and represents the Director on statewide committees, conferences, and meetings with budget officials from other agencies.

DESIRABLE QUALIFICATIONS

The **Chief, Budgets and Fiscal Analysis Branch**, must be thoroughly knowledgeable in all areas under his/her jurisdiction in order to provide the leadership role called for to contribute to the attainment of DMV's established mission, goals, and objectives. The incumbent should also possess knowledge of principles and modern methods of public, personnel, fiscal, and business administration; and organization, purposes, and activities of DMV.

Desirable Qualifications include:

- Detailed knowledge of the State's budget process and the development and administration of DMV's budget;
- Knowledge of state control agencies and the role each plays in the budget process and fiscal management;
- Working knowledge of the legislative processes, specifically those that pertain to fiscal matters impacting state operations;
- Knowledge of principles and practices of program analysis and performance based budgeting;
- Strong management skills and the demonstrated ability to establish priorities and successfully resolve problems;
- Demonstrated decision making ability;
- Strong leadership skills;
- Well-developed interpersonal skills and the ability to communicate effectively; and
- Demonstrated ability to advise, consult, and work with all levels of DMV staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years, as defined in Government Code Section 18990.

MINIMUM QUALIFICATIONS Continued

Or III

Must be a non-elected, exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature, and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal opportunity in employment.

The knowledge and abilities are expected to be obtained from broad administrative, or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the state service, other governmental settings or in a private organization).

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard State application (Form STD 678).
- A **Statement of Qualifications**. This **Statement of Qualifications** is to be a discussion of the candidates' education and experience relative to the Desirable Qualifications that would qualify them for this position. The **Statement of Qualifications** should be no more than two pages in length.

The **application** and **Statement of Qualifications** may be delivered in person to:

Ted Summerfelt
Department of Motor Vehicles - Selection Services Unit
2570 24th Street,
1st Floor Lobby (Examination Drop Box)
Sacramento, CA 95818

FILING INSTRUCTIONS Continued

Or mailed to:

Ted Summerfelt
Department of Motor Vehicles - Selection Services Unit
P.O. Box 932315 - Mail Station G208
Sacramento, CA 94232-3150

Applications and *Statement of Qualifications* must be received or postmarked by the final filing date of October 3, 2008.

Questions regarding this examination should be directed to Ted Summerfelt at (916) 657-5764. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The *applications* and *Statements of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All qualified applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position, if they occur within the next 12 months, or a new examination may be scheduled.

BULLETIN RELEASE DATE: September 12, 2008